

PERMITTING CHECKLIST
CITY OF FORT LAUDERDALE – BUILDING DEPARTMENT

Please verify that your permit application package contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or marked “not applicable”. **USE BLACK INK ONLY WHEN FILLING OUT APPLICATIONS AND FORMS.**

- _____ Complete **PERMIT APPLICATION**, reflecting the total job value and square footage. The owner’s notarized signature is required. Submittals must be signed and sealed by a Notary Public. ALL SUB PERMITS MUST BE SUBMITTED WITH THE MASTER PERMIT. BOTH MASTER AND SUB PERMITS CAN BE SUBMITTED WITH THE CONTRACTOR “TO BE DETERMINED”.
- _____ **OWNER BUILDER AFFIDAVIT** for homeowner. To qualify for such an exemption, an owner must personally appear, complete the affidavit, and sign the building permit.
- _____ Two (2) copies of recorded **NOTICE OF COMMENCEMENT** recorded at Broward County Records Department, 115 S Andrews Ave, Fort Lauderdale, FL must be provided at time of permit issuance or prior to first inspection.
- _____ -
- _____ Two (2) complete, identical and separate **sets** of plans drawn to scale (signed and sealed by designer as required by Code), including fire sprinkler plans (for buildings more than 3 stories).
- _____ Two (2) copies of **TRUSS DRAWINGS** reviewed and approved by an architect and submitted **prior** to the foundation inspection. **The job address must be on all truss drawings.**
- _____ Two (2) accurate plot plans and surveys, one signed and sealed and one copy. **New buildings, additions or other improvements, patios and pools must show proposed elevations on site and on adjacent properties in sufficient detail to verify that there will be no adverse drainage impacts from proposed improvements. Site plan must include percentages of lot pervious and impervious areas.**
- _____ All **SPECIAL INSPECTOR FORMS** (2 each) signed by owner and contractor and signed and sealed by special inspectors.
- _____ **PARK IMPACT FEE FORM** (Residential/Hotel/Motel) Contact Charles Nickert 954-828-6598 cnickert@fortlauderdale.gov or Cheryl Felder 954-828-6612 cfelder@fortlauderdale.gov
- _____ Approval by **DER** (Development and Environmental Regulation Division) required for all new buildings, demolitions, additions to non-residential buildings and interior alterations where a change of use is applicable, commercial re-roofs, slabs greater than 250 sq. ft. and detached additions to SFR/Multi-Family residences. Permit must be applied for within 30 days of DER approval.
- _____ Approval by **DER** on **STATEMENT OF RESPONSIBILITY ASBESTOS FORM**.
- _____ Completed **DER IMPACT FEE FORM** with water/wastewater usage calculations.
- _____ Approval by **DER** and the **ARMY CORPS OF ENGINEERS** for dredge and fill activities or if structures are within jurisdictional waterways.
- _____ Submittal of **DRC** (Development Review Committee) plans.
- _____ **HISTORICAL DISTRICT APPROVAL** on application, if applicable.
- _____ Two (2) copies of **Product Approvals** (Notices of Acceptance) reviewed and approved by designer of record (must submit all sheets and additional information required for approval, Including wind load calculations) for doors, garage doors, roof covering, shutters, skylights, operable windows and fixed glazing as exterior components. **The job address must be on all product approvals.**
- _____ Approval by the **Department of Business and Professional Regulation** for restaurants.
- _____ Approval by the **Broward County Health Department** for bedroom additions (if on septic tank), all projects serviced by septic tanks, hospitals and ACLF’s.

I have reviewed and completely filled out the checklist and all applicable items are in my application package.

Permit Applicant	Permit Processor	Process Number
DEVELOPMENT AND ENVIRONMENTAL REGULATION DIVISION (DER) 1 N University Drive, Building A, Suite 102 Plantation FL 33324 954-357-6666	BROWARD COUNTY HEALTH DEPARTMENT 24 21 SW 6 Avenue, Fort Lauderdale FL General Information 954-467-4800 New Septic Tank 954-467-4901 Restaurants and Pools 954-467-4923	
WATER MANAGEMENT DIVISION 954-519-1483	DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION 954-917-1330	